



APPLICATION FORM

Completing and returning this form with the appropriate fee will mean that your child will be placed on our Registrations List for the requested point of entry and a nursery or school place held until the application can be progressed further. Our Admissions Policy can be found at <https://www.manorhouseschool.org/school-life/policies/> or is available from the Admissions Office.

Please return this form, together with the non-refundable application fee of £50 (Nursery/Reception Year) or £75 (rest of school) to the Admissions Officer, Manor House School, Manor House Lane, Little Bookham, Surrey KT23 4EN, email: admissions@manorhouseschool.org. Payment - Bank transfers: Little Bookham Manor House School, sort code 30-00-09, account no. 02040373 (referenced with your child's name). Cheques: payable to Manor House School.

Application Forms must be accompanied by a Certified Copy of a Birth Certificate Entry (Nursery) or a copy passport (rest of School).

(Please complete in CAPITALS)	
Child's surname:	Forenames:
Preferred name:	Date of Birth (dd/mm/yy):
Name and address of current school:	Year of entry (e.g. month/year): Year group (e.g. Reception or Year 7):
Father's title and full name (or Legal Guardian):	Mother's title and full name (or Legal Guardian):
Home address: Postcode:	Home address: Postcode:
Telephone: Mobile:	Telephone: Mobile:
Email:	Email:
Father's Occupation:	Mother's Occupation:
	Are you a former pupil? Yes <input type="checkbox"/> No <input type="checkbox"/>

(please circle) Does your child have

i) a learning support requirement ii) disability or iii) medical condition?

Please provide details:

.....



Please indicate how you first heard of Manor House School (please circle):

Local Awareness Current School Friends Advertisement (Please state:.....)

Other (Please detail:))

PLEASE INFORM US IN A COVERING LETTER OR SEPARATE COMMUNICATION IF:

- a) Parents are separated or divorced or if there are any Court Orders in relation to the child as to parental/guardian responsibility and/or if there is any other person whose consent should be obtained for the child coming to the School or Nursery.
- b) A child may be unable to play a full part in the activities and sporting curriculum of the School or Nursery.

When your child secures a place at Manor House School/Nursery, a deposit of £500 (Nursery or Reception) or £800 (rest of school) will be requested to secure their place. The deposit is refunded at the end of their education, less any extras incurred during the last term. A full term's notice in writing or a term's fees in lieu of notice are required before the removal of a child from the school.

PARENT/GUARDIAN DECLARATION

We request that the above-named child be registered as a prospective pupil. A cheque made payable to Manor House School is enclosed (or a bank transfer has been completed) for the non-returnable registration fee of £50 (for Nursery or Reception entry) or £75 (for rest of school entry). We understand that the School/Nursery (through the Head, as the person responsible) may obtain, process and hold personal information about our child, including sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is offered, in order to safeguard and promote the welfare of the child.

First signature:	Second Signature:
Name in full:	Name in full:
Relationship to child:	Relationship to child:
Date:	Date: